ENROLL THE COUGAR WAY WORKSHOP

Microsoft Teams is a chat-based platform that allows you to communicate with everyone on campus either by text, audio, or video (like Discord, if you’re familiar with that platform).

In this workshop, you will be able to watch live video with a guide on how to enroll the cougar way as well as ask questions.

Use the guide on the right side of the page to log into Teams, and then follow the instructions below on how to join the Workshop Team called "How to Enroll the Cougar Way"

Joining the workshop Team

You can join the workshop Team in multiple ways with the same result.

1. Click on the Teams tab on the left-hand side, insert the code ta6nwwo in the box under Join a team with a code, and click Join team.

2. Use the search tab on the top right of the Teams tab, search for How to Enroll the Cougar Way, and then join the Team (the Join button will appear once you hover over the Team box).

3. Click on the link provided in your email reminder.

For support, please email teamssupport@csusm.edu

LOGGING INTO TEAMS

1. Access CSUSM’s Microsoft Office page on https://www.office365.csusm.edu by using your CSUSM username (e.g. cruz123) and password.

2. Click on Microsoft Teams.

3. Download Teams Desktop App for better video functionality.

4. Open the desktop app and SIGN IN (not sign up) with your CSUSM account but WITHOUT the word COUGARS. (Use username@csusm.edu, NOT username@cougars.csusm.edu)

5. Mac users need to give Teams additional permissions
   - Go to System Preferences
   - Click on Security & Privacy
   - Select Microphone
     - Allow Teams to access your microphone
   - Select Screen Recording
     - Allow Teams to access your screen (for screen sharing)
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1. **CHAT BOX:** Type in this box and click either Enter or the paper airplane icon to send your message.

2. **CHANNELS:** These are additional spaces for conversation/support. Clicking on any of the names will take you to that Channel. **General** is the main channel.

3. **OPTIONS:** The three dots in Teams open up additional options, including setting Notifications.

4. **GUIDES:** Teams offers in-app guides if you have any questions on how to use the app.

5. **JOINING VIDEO:** To join an ongoing video call in a Team, you click on the **JOIN** button on the blue box. This will allow you to enter the video call.

6. **VIDEO CALL TOOLBAR:**
   - camera icon: turns camera on/off
   - microphone icon: mutes/unmutes microphone
   - ellipsis: opens options menu, including choosing camera/microphone.
   - chat icon: opens the chat menu to the right side of the video screen.
   - red phone icon: leaves video chat.

For more quick videos on using Teams, visit our Guide (bit.ly/2zBDtFd)